

How to Use the Network Services Statewide Contract

Contract #: ITT46	Contract Duration: 9/19/2012 to 09/30/2017
MMARS #: ITT46*	Options to renew: Two 1-year options
Contract Manager:	Tim Kennedy - 617-720-3107 tim.kennedy@state.ma.us
This contract contains:	Prompt Pay Discounts, Volume Discounts
Last change date:	March 12, 2013

Contract Summary: This contract for Network Services provides a wide array of voice, data, and cellular services. This contract replaces the following statewide contracts: ITT09 – Communication Network Services, ITT18 – Centrex Services, ITT19 – VPN Services, ITT37 – Hosting and Internet Access Services.

Benefits and Cost Savings

Vendors on this contract offer competitive pricing, prompt pay discounts, volume discounts, and bundle discounts.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

The Massachusetts Higher Education Consortium (MHEC) is a participating member of the procurement and resulting Statewide Contract for Network Services, ITT46, conducted by the Operational Services Division (OSD) on behalf of the Commonwealth of Massachusetts. OSD and MHEC jointly and separately; 1) market the Statewide Contract to their constituents eligible to purchase under the Statewide Contract, and 2) support vendors and constituents participating in the Statewide Contract. Such constituents eligible to purchase under the Statewide Contract may also be referred to as “Eligible Entities” and “MHEC members”.

For the purposes of this Statewide Contract for Network Services, the Eligible Entities associated with each organization are as follows:

OSD Eligible Entities

- Cities, towns, districts, counties and other political subdivisions
- Executive, Legislative and Judicial Branches, including all Departments and elected offices therein
- Independent public authorities, commissions and quasi-public agencies
- Local public libraries, public school districts and charter schools
- Public hospitals owned by the Commonwealth
- Public purchasing cooperatives
- Non-profit, UFR-certified organizations that are doing business with the Commonwealth
- Other states and territories with no prior approval by the State Purchasing Agent required
- Other entities when designated in writing by the State Purchasing Agent

Entities seeking the approval of the State Purchasing Agent to utilize the Statewide Contract should submit a written request to purchasing.agent@osd.state.ma.us with the subject line "Request for approval to utilize Statewide Contract ITT46". The body of the email should include the name of the Entity requesting approval and the name and contact information of a person that can be contacted if OSD has questions regarding the request.

MHEC J04 Eligible Entities within Massachusetts

- Non-profit public and private institutions of higher education
- MHEC members not eligible under the OSD Eligible Entities list

MHEC J04 Eligible Entities outside Massachusetts

MHEC membership is available to the following organizations in the New England states. For the purposes of the statewide contract for Network Services, MHEC J04 Eligible Entities outside Massachusetts may include:

- Non-profit public and private institutions of higher education
- Non-profit technical, charter, and vocational schools
- Municipalities, elementary and secondary schools
- Non-profit preparatory schools
- Non-profit educational organizations

MHEC Public College and University Purchasers within Massachusetts

The following list was correct as of the revision date of this document. The current list may be viewed at the MHEC website at <http://private.mhec.net/ListMembersConsortium.asp> under the section "State/University and Community Colleges".

- Berkshire Community College
- Bristol Community College
- Bunker Hill Community College
- Cape Cod Community College
- Greenfield Community College
- Holyoke Community College

- Massachusetts Bay Community College
- Massasoit Community College
- Middlesex Community College
- Mount Wachusett Community College
- North Shore Community College
- Northern Essex Community College
- Quinsigamond Community College
- Roxbury Community College
- Springfield Technical Community College
- Bridgewater State University
- Fitchburg State University
- Framingham State University
- Massachusetts College of Art and Design
- Massachusetts College of Liberal Arts
- Massachusetts Maritime Academy
- Massachusetts State College Building Authority
- Salem State University
- Westfield State University
- Worcester State University
- University of Massachusetts Medical Center
- University of Massachusetts/Lowell
- University of Massachusetts/Amherst
- University of Massachusetts/Boston
- University of Massachusetts/Dartmouth

Contract Information

This contract contains four categories:

Category 1: Voice Services including Local Exchange Service, Long Distance Service, Incoming Toll Free Service, Centrex Service, Calling Cards and Voice over Internet Protocol (VoIP) Service.

Category 2: Connectivity/Bandwidth Services including T1 access lines, ISDN, xDSL, ATM, Frame Relay, Ethernet, Broadband Cable, Point-to-Point Wireless, Private Line, SONET, DWDM, and Fiber.

Category 3: Mobile Communication Services including cellular, PCS, and satellite services, cellphones, and other mobile devices that access cellular or satellite networks, and distributed antenna systems.

Category 4: Managed Services providing management of Eligible Entities' site and/or enterprise voice and data LAN and WAN network services. Such services include Internet Access, Co-location, Virtual Private Networking (VPN), email, ftp, news groups, hosting services (web sites, network service applications and others), portal services, firewall, intrusion detection, data back-up, Multi-Protocol Label Switching (MPLS), Audio & Web Conferencing, Video Conferencing,

Interactive Voice Response (IVR), Broadcast Communications (TV via Cable, Satellite, IP), and Emergency Notification (reverse 911).

Customer Premise Equipment (CPE) required for the provisioning and operation of the service is allowed. All network services must be capable of being installed without requiring the acquisition of termination equipment. Wireless devices that are cellular-capable and that are bundled with cellular service sold by cellular providers in Category 3 are also allowed, i.e. tablets, iPads, etc...

This contract does not provide for the purchase of the following equipment: PCs, servers, switches, PBX equipment, or any other significant network equipment systems not directly related to this contract.

NOTE RELATIVE TO CONSTRUCTION

This contract does NOT include construction-related services.

NOTE RELATIVE TO E-RATE

Public schools and libraries within the Commonwealth may utilize the services offered under this contract. It is incumbent upon each Eligible Entity to file their respective Form 471's and other necessary forms to participate in this program independent of the provisions offered under this contract. The E-rate reference number for FCC form 470 is 110350000864310. A copy of the original Form 470 Application is published on [Comm-PASS](#) under the "Forms & Terms" tab. We suggest Eligible Entities verify the Form 470 with the Schools and Libraries Division before use.

How to Use This Contract

The Strategic Sourcing Team recommends that before deciding on any Network Services, the user solicit at least three estimates from contractors on this Statewide Contract. Users are encouraged to negotiate downward on all quotes to obtain best value.

The Eligible Entity should request a written quote from any of the listed contractors for the proposed services. Reference the Statewide Contract Number ITT46 on all requests for quotes, Statements of Work, and Purchase Orders. The contractor will respond with an itemized quote that will reflect the actual configuration along with installation and any other non-recurring costs, and early termination costs, if applicable.

Eligible Entities are encouraged to include in their Statement of Work a definition of final acceptance criteria for any significant service installations under this contract. Contractor invoicing may not commence before 30 days after final acceptance. Contractors must obtain written acceptance of the installed Network Service(s) from the contracting Eligible Entity.

Unless otherwise agreed to by the parties, no payments will be made to the Contractor until final acceptance of the completed work by the Eligible Entity.

Service Level Agreements

Service Level Agreements (SLAs) are published in the Vendor Documents section of the Vendor Information tab for each vendor. Eligible Entities are encouraged to review the SLA for the service(s) you are seeking when assessing vendor performance capabilities and when creating your Statement of Work (SoW) for your request for quotes.

Eligible Entity Employee Discounts for Cellular Services

All cellular telephone services contractors in Category 3 offer employee discounts for the employee's personal cellular service. Eligible Entities are encouraged to make their employees aware of these programs.

Pricing

Pricing is published separately on Comm-PASS. The Cost Tables are located in the Vendor Documents section of the Vendor Information tab for each Vendor. Early termination charges, stranded investment charges, and special engineering and extension costs related to extending the network service from the contractor's nearest access point to the Eligible Entity's network interface point (DMARC) are allowed, provided these costs are specified in the Statement of Work agreed to by the Eligible Entity.

Vendor Information

AT&T Corp. Contact: Elaine DeCastro Phone: 857-383-4663 Email: edecastro@att.com Prompt Pay Discount: none	Categories 1, 2, 3, and 4
Cellco Partnership, d/b/a Verizon Wireless Contact: Jaclyn Taylor Phone: 617-599-6585 Email: Jaclyn.taylor@verizonwireless.com Prompt Pay Discount: none	Category 3
CELT Corporation Contact: Anthony Payne Phone: 508-624-4474 x1215 Email: apayne@celtcorp.com Prompt Pay Discount: 2% 10, 1.5% 15, 1% 20	Categories 2 and 4
Century Link Contact: Catherine Pauling Phone: 617-233-0238 Email: commofma@centurylink.com Prompt Pay Discount: none	Categories 1, 2, and 4

AT&T Corp. Contact: Elaine DeCastro Phone: 857-383-4663 Email: edecastro@att.com Prompt Pay Discount: none	Categories 1, 2, 3, and 4
Comcast Cable Communications Management, LLC Contact: Terrence Connell Phone: 215-286-2811 Email: terrence_connell@cable.comcast.com Prompt Pay Discount: none	Categories 1, 2, and 4
Crocker Telecommunications, LLC Contact: Matthew Crocker Phone: 800-413-5463 Email: matthew@crocker.com Prompt Pay Discount: 2% 10, 1% 30	Categories 1, 2, and 4
DSCI Corporation Contact: Jeff Kubick Phone: 866-438-3724 Email: jkubick@dscicorp.com Prompt Pay Discount: 1.5% 10	Categories 1, 2, and 4
Galaxy Internet Services Contact: Michael Phillips Phone: 617-558-0900 x 206 Email: itt46@gis.net Prompt Pay Discount: 3% 10, 2% 15, 1.5% 20, 1% 30	Category 4
Light Tower Fiber, LLC Contact: Michelle Kavey Phone: 617-848-3026 Email: mkavey@lighttower.com Prompt Pay Discount: 2% 10	Categories 2 and 4
Merrimack Education Center Contact: Kate Roddy Phone: 978-275-1613 Email: contracts@mecnet.net Prompt Pay Discount: 2% 10, 1.5% 15, 1% 20	Categories 2 and 4
NWN Corporation Contact: Michael DeLuca Phone: 781-715-4561 Email: mdeluca@nwnit.com Prompt Pay Discount: 1% 10, 0.75% 15, 0.5% 20	Category 4

AT&T Corp. Contact: Elaine DeCastro Phone: 857-383-4663 Email: edecastro@att.com Prompt Pay Discount: none	Categories 1, 2, 3, and 4
Paetec Communications Contact: Jack Parsons Phone: 617-532-3229 Email: john.parsons@windstream.com Prompt Pay Discount: none	Categories 1, 2, and 4
Sprint Solutions, Inc. Contact: Mark Zurcher Phone: 781-883-7447 Email: mark.zurcher@sprint.com Prompt Pay Discount: none	Categories 1, 2, 3, and 4
T-Mobile USA Contact: Kevin Farren Phone: 617-839-6874 Email: kevin.farren@t-mobile.com Prompt Pay Discount: none	Category 3
Thinking Phone Networks, LLC Contact: Carl Moore Phone: 617-453-2167 Email: carl@thinkingphones.com Prompt Pay Discount: 5% 10, 3% 15, 1% 20	Category 4
Verizon New England, d/b/a Verizon Business Network Services, Inc. Contact: Diana Kresien Phone: 617-535-0530 Email: ITT46PMO@verizon.com Prompt Pay Discount: none	Categories 1, 2, and 4

Strategic Sourcing Services Team Members

Laurie Allen	MWRA
Ann Roper-Quinn	City of Boston
Brad Steele	ITD
Brian Helman	Salem State University
Dan Doucette	City of Peabody
David Sheaffer	EOE
Jeff Rogato	MSLC
Jim Girardi	ITD
Ed Maher	ITD
Jim Morrison	UMB
Joan Miller	MHEC
John Megnia	MCCA

Laurie Allen
Ann Roper-Quinn
Julie Chockrek
Michael Chandrankunnel
Michael Janielis
Ray Fortier
Tim Kennedy

MWRA
City of Boston
MSLC
HRD
EOPPS
ITD
OSD

Where to Obtain Additional Contract Information

To obtain in depth contract information please go to the Comm-PASS (www.comm-pass.com) website. To locate the Contract (including the Forms & Terms):

1. Go to www.comm-pass.com;
2. Select the "Search for a contract" link (near bottom of page)
3. Enter ITT46 as the Document Number
4. Select the results link which appears at the top of the page indicating that 1 contract meets the search criteria;
5. Select the View icon (eyeglasses) next to the document listed
6. Select the "Forms & Terms" tab to access the Contract Users Guide, the "Vendor Information" Spreadsheet and the RFR.